# 2-07/070.30 - Contracts

The Contracts Unit is responsible for developing and managing highly complex Board of Supervisors-approved service contracts for the Department.

Each initiative begins as a project requested by one of the Department's Division Headquarters. The analysts work with the client units and various consultants to develop work requirements, specifications, and statements of work. The analysts play a lead role in the administration of competitive solicitations, proposal evaluations and selection, contract negotiations, and protest processes. The analysts prepare Board letters, amendments, and change orders for counsel review, prior to seeking Board of Supervisors' approval for a Department service contract.